# When should I use a functional type of resume?

A functional resume differs from a chronological resume by concentrating on skills that you have used that relate to your objective rather than on jobs you have had. A functional resume is particularly effective if your work experience has not been closely related to your job objective, if you are changing careers, of if you are seeking a promotion. In this format you elaborate on the skills necessary to perform the desired job and how you have demonstrated those same skills in a different type of job.

# Outline of layout structure

NAME
Phone number with area code
Email address | LinkedIn URL
City, State (optional, not necessary)

SUMMARY OF QUALIFICATIONS or HIGHLIGHTS

A summary of qualifications is optional. It can be used to feature desirable qualifications or experiences you have. You want to use keywords from the job description in this section to not only customize your resume, but also break through the initial screening process. Some companies (often large scale) have automated databases that detect select keywords to efficiently manage applications.

EDUCATION

List your most recent degree first, major, institution and date of graduation or anticipated graduation. May note GPA if it is greater than 3.5, or academic honors if desired. You may wish to add an addendum that identifies the courses you have taken grouped into two or three meaningful categories.

QUALIFICATIONS or SKILLS

In this section, isolate three to five demonstrated skills you wish to market. The skills you select should be essential to the type of position you are applying for. For each skill, summarize your accomplishments and experiences that pertain. Be specific in discussing how you demonstrated the skills and concentrate on the results you achieved in using the particular skills.

EXPERIENCE

Your title, name of organization, description of your duties, level of responsibility, number of people supervised, special accomplishments, and dates. This category may include all relevant experience both paid and volunteer.

PROFESSIONAL AFFILIATIONS
Position held (if appropriate), name of organization and dates.